



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## HIGHWAY DISTRICT EQUIPMENT SUPERVISOR

Job Number: 20000590

Job Code: 17180V161216

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 06/16/1982

Job Revised: 12/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$19.039 - Hourly

\$3,093.84 - 37.5 Hr. Monthly Salary

\$3,300.00 - 40 Hr. Monthly Salary

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the maintenance and general operation of all highway equipment assigned to a particular highway district and administers the preventive maintenance program on the district level; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have four years of automotive mechanical maintenance and repair experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Vocational or technical training in automotive mechanics or a related field will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Automotive mechanical experience will substitute for the education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. In addition, an employee in this job title must furnish the agency's appointing authority within six months of appointment into this job title, documentation that he/ she possesses a valid Class A Commercial Driver's License with a tank vehicle endorsement. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for

ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <http://transportation.ky.gov/driver.licensing/>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the various garages located in the district and arranges the channeling of equipment for repair to the various garages on a workload basis. Provides technical assistance and maintains a continuous training program for equipment repair and operator personnel. Makes field inspections and gives instructions in the proper use of highway equipment. Ensures the transfer and maintenance of an inventory of highway road equipment within the district. Inspects doubtful equipment and makes recommendations as to its disposition. Makes written reports to district and central office authorities relative to damaged equipment. Directs the maintenance of a parts inventory in each garage to ensure an adequate supply of repair parts and assemblies. Makes recommendations to correct irregularities and to improve procedures. Performs repair work on any automotive equipment as necessary.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a garage or field setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*